

Tenant Name: \_\_\_\_\_ Tenant ID: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

*The monitor should select a sample of individual applicant files to ensure that all required documentation is contained in each file, and that decisions were made properly (e.g., preference status, rent subsidy, bedroom size).*

QUESTIONS	ANSWER		NOTES
	Y	N	
<b>A. APPLICANT DOCUMENTATION</b>			
1. Does the file contain a completed application form?			
2. Are income limits of participants at or below: * 60 percent of median? * 80 percent of median?			
3. Were additional income criteria imposed by the PJ (if any) met?			
4. Did the applicant meet the PJ's residency requirement?			
5. Was eligibility for preferences verified and appropriate preference weight assigned (if applicable)?			
<b>B. LEASING PROCESS DOCUMENTATION</b>			
<i>Are these items in the files?</i>			
6. Coupon/Offer Date			
7. Date of Briefing			
8. PJ/Owner Contract			
9. Acceptable Tenant Lease			
10. Proper Tenant Lease Addendum			
11. Tenant Payment Calculation			
<b>C. TENANT INCOME RECERTIFICATION</b>			
<i>Verify the following actions.</i>			
12. On-time and accurate income recertification			
13. Copies of notices sent to owners and tenants noting the change in PJ and tenant payments			
14. Termination information, with date and reason (if applicable)			

QUESTIONS	ANSWER		NOTES
	Y	N	
<b>D. LOCAL PROPERTY STANDARDS AND SECTION 8 HQS</b>			
<i>Verify the following items.</i>			
15. Met Section 8 HQS at the time of the original lease			
16. HQS inspections conducted on time			
17. Any code-related problems are corrected within the required time frame			
18. If a tenant or owner complaint indicated that HQS was not being met, was the problem: a. Investigated within a reasonable time? b. Corrected within 30 days?			
<b>E. UNIT CHARACTERISTICS</b>			
19. Does unit meet local occupancy standards?			
20. Do the units meet local housing quality requirements (if applicable)?			
21. Do any of the tenants also receive project-based assistance? (If yes, check to make sure the TBRA subsidy is not duplicative.)			
22. Is the unit located in the correct jurisdiction?			
23. If the PJ chooses to set a payment standard that is not tied to the HUD-published Fair Market Rent (FMR), the PJ has conducted a market analysis that shows comparable non-assisted units have comparable rents to the unit under consideration.			